

## Suggested Changes in the Standardized Government Travel Regulations

Various changes have been suggested by agencies, as described below. Deleted material is shown in brackets and new material is underscored.

### Proposal No. 1

In some instances the use of a taxicab between office, or home, and terminal is considered as the use of a special conveyance under section 3.4, as distinguished from its allowance without special justification under section 3.1b (31 C.G. 304; 29 C.G. 53). It is suggested that, irrespective of distances involved, the use of a taxicab be allowed under section 3.1b unless an agency restricts its use. For example, an agency having shuttle bus service between an office in an outlying area and the nearest city may want to require the use of the shuttle bus to the city, thence by taxicab to the terminal, if necessary, instead of permitting the use of a taxicab for the entire distance. In other instances adequate public bus or train service to the city may be available.

The following changes in language would be made:

#### Section 3.1b:

The usual taxicab fares from station, wharf, or other terminal to either place of abode or place of business and from either place of abode or place of business to station, wharf, or other terminal (irrespective of the distances between such place of abode or place of business and terminal) will be allowed; Provided, however, that agencies may by regulation restrict such use of taxicabs on account of distances involved where other adequate means of transportation is available. (Taxicabs, when used under this subsection, are not considered as special conveyances under section 3.4.) [(See sec. 3.4)] For the purpose of this subsection these regulations the term "place of abode" may be is construed to include any point within reasonable distance from which the employee concerned commutes daily to his official post of duty. Reimbursement for the use of taxicab under this subsection may be allowed for the actual taxicab fare, plus tips of 10¢ where the fare is \$1 or less or 10% of the fare where the fare exceeds \$1; if the 10% is not a multiple of 5, it shall be increased to the next multiple of 5. (See the last sentence of sec. 3.5b(1).)

### Proposal No. 2

When the regulations were revised, effective August 1, 1956, transportation at temporary duty point between places of lodgings and places of duty was excluded from the definition of per diem (sec. 6.1). It therefore became an allowable transportation expense under sec. 3.1 when bus or streetcar is used. In addition, specific provision was made in section 3.4 by which such transportation by taxicab can be authorized or approved if advantageous to the Government. The suggestion has been

made that the use of bus or streetcar be specifically provided for; also, that the administrative approval of the travel voucher be sufficient approval for the use of taxicabs in this connection.

The following changes in language would be made:

Section 2.1a:

Except as otherwise provided by law, all travel shall be either authorized or approved by the head of the agency or by an official to whom such authority has been properly delegated. The administrative approval of the voucher will constitute the approvals required in sections 3.1d, 3.5a, 5.2, 6.2, 6.5, 10.1, 10.2, 10.4, 10.5.

New section 3.1d:

Transportation by bus or streetcar between places of business at official station or at temporary duty station, and between place of lodging and place of business at a temporary duty station, will be allowed as a transportation expense. Transportation by taxicab between such places at a temporary duty station may be authorized or approved. Reimbursement for the use of taxicab under this subsection may be allowed in the manner set forth in the last sentence of section 3.1b.

Section 3.4a:

The hire of boat, automobile, taxicab (other than for use under section 3.1b or d), aircraft, livery, or other such conveyance, will be allowed if the use of such facilities is authorized or approved as advantageous to the Government whenever the employee, or others rendering service to the Government, is engaged on official business within or outside his designated post of duty. [While an employee is on official business outside his designated place of duty, the use of taxicabs between place of lodging and place of business, or between places of business may be allowed under this subsection.] In the case of the use of taxicabs, reimbursement may be allowed in the manner set forth in the last sentence of section 3.1b.

Proposal No. 3

Section 3.5b(1), second paragraph, as revised effective August 1, 1956, allows the payment of 10 cents a mile for the round trip mileage between home and common carrier terminal, but not to exceed one-way taxicab fare, where a privately owned automobile is used in lieu of a taxicab under section 3.1b. A revision has been proposed to broaden this paragraph to include transportation between office and terminal under the same conditions. In addition, it is suggested that the term "common carrier terminal" be changed to "terminal," the term used in section 3.1b, in order to cover transportation to a garage for Government automobiles, or to other places which may be considered as terminals.

The following changes in language would be made:

Section 3.5b(1), second paragraph:

In lieu of the use of a taxicab under the provisions of section 3.1b, payment on a mileage basis at the rate of 10 cents per mile will be allowed for the round-trip mileage of a privately owned automobile used in connection with an employee going either from his place of abode or place of business to a [common carrier] terminal or from a [common carrier] terminal either to his place of abode or place of business; Provided, That the amount of reimbursement shall not exceed the usual taxicab fare, including allowable tip, for a one-way trip [from his place of abode to terminal or from terminal to his place of abode] between such applicable points.

#### Proposal No. 4

Section 5.6 allows charges for checking baggage, and charges or tips at transportation terminals for handling Government property carried by the traveler. It has been suggested that the section be revised to include the handling of Government property at places of lodging, in line with decisions of the Comptroller General (27 C.G. 52; 37 C.G. 408.).

The following changes in language would be made:

Section 5.6:

Charges for checking baggage will be allowed. Charges or tips at transportation terminals or places of lodging, separate from or in addition to those for the traveler's personal property, will be allowed for handling Government property [carried by], in the custody of the traveler, which is of such size or weight that the traveler should not be expected to carry it personally.

#### Proposal No. 5

Section 6.2c prescribes a \$6 per diem rate for travel beyond the limits of the continental United States when en route to, from, or between localities outside the continental United States. Agencies may allow a different rate under certain prescribed conditions. Due to the increasing number of instances in which different maximum rates are prescribed for various localities within a foreign country, it has been proposed that the \$6 rate not apply (a) to short trips from one locality to another and (b) to trips between localities when the employee returns the same day to the first locality. Also, it has been proposed that the wording of the section be changed to bring out more clearly that the \$6 rate does not apply to that portion of a trip which begins or ends in the continental United States.

The following changes in language would be made:

Section 6.2c:

For travel on official business within a locality beyond the limits of the continental United States, a per diem allowance may be authorized or approved at a

rate not to exceed those prescribed in Appendix I (Revised) to the Standardized Government Travel Regulations, promulgated by Budget Circular No. A-7 (Revised), except as provided below.

A per diem rate of \$6 is prescribed for such travel For travel beyond the limits of the continental United States by airplane, train, or boat (regardless of whether commercially or Government-owned) en route to or from a locality beyond the limits of the continental United States, or between such localities, including stopovers of less than 6 hours, the maximum per diem rate which may be authorized or approved is as follows:

- (1) Where the traveler departs from a locality, including the continental United States, during the daytime and returns thereto during the same calendar day, the maximum rate allowable shall be that of such locality (not applicable where the travel is from official station and the proviso in section 6.11 applies);
- (2) Where the travel time from one locality to another is less than 6 hours (and (1) above does not apply), the maximum rate allowable shall be that of the destination locality; and
- (3) In all other instances under this paragraph a per diem rate of \$6 is prescribed: Provided, That for boat travel of more than 9 successive days, in addition to the fractional days of embarkation and debarkation, the per diem rate for the succeeding calendar days and for the fractional day of debarkation shall be \$2: And provided further, That when [such rate] either of such rates contained in this subparagraph (3) is not commensurate with a traveler's subsistence expenses a different rate may be authorized or approved but in an amount not in excess of the maximum rate applicable to the locality, including the continental United States, to which the traveler is en route, or, with respect to boat travel, not in excess of \$9. (Gratuities to Government employees will not be allowed.) (See sec. 6.11.)

#### Proposal No. 6

Under sections 6.9c and 6.11 per diem begins and ends with the quarter day during which the train or other common carrier actually leaves or arrives at the terminal, irrespective of the distance between the terminal and the employee's official station or place of abode. If travel is by privately owned automobile the actual time of departure from or arrival at official station (office) or place of abode determines the quarter day in which per diem begins or ends. It has been suggested that the method used for automobile travel be adopted uniformly for use irrespective of the mode of travel. This change would be particularly helpful for air travel since airports are being located considerable distances from cities. Also, many field stations are at locations not immediately served by airports. In addition, under the present rule, if the departure of an airplane is delayed per diem does not begin until the quarter day during which it actually departs even though the employee may have left his office or home several hours earlier, during the preceding quarter, on account of the scheduled time of departure.

The following changes in language would be made:

Section 6.9c:

The time of arrival at and departure from a place will be considered as the hour at which the train, boat, or other conveyance used by the traveler actually leaves or arrives at its regular terminal. The time of departure from and arrival at place of abode, place of business (office), or other place where official travel status begins and ends, will be considered for the purpose of per diem computations, as the date and hour the traveler actually leaves from and returns to such places when performing official travel by any method of transportation.

The foregoing revision of section 6.9c would necessitate technical changes in sections 6.8 and 6.9a, as follows:

Section 6.8:

Per diem in lieu of subsistence will not be allowed an employee either at his permanent duty station, except under section 6.9c when leaving or returning thereto, or at his place of abode [from which he commutes daily to his official station].

Section 6.9a:

The date and hour of departure from and arrival at the [official station] place where official travel begins and ends, and points at which temporary duty is performed must be shown on the travel voucher where such arrival or departure affects the per diem in lieu of subsistence allowance or other travel expenses. Other points visited should be shown on the voucher; time of arrival and departure need not be shown. For an absence [from the official station] of more than 24 hours, standard time will be used even though daylight-saving time is in effect at the official station. For an absence of 24 hours or less, the local time in effect at the official station will be used. If both types of absence occur during the same voucher period, standard time will be used for the items involving travel of more than 24 hours and standard time may also be used for the items appearing on the same voucher involving travel for 24 hours or less, but the conversion from daylight-savings time to standard time shall neither increase nor decrease the amount of per diem to which the traveler is otherwise entitled. (See secs. 1.4, 6.9c, 6.12, 12.2a, 12.6.)

Proposal No. 7

It has been suggested that, in addition to the booklet, the travel regulations be issued in loose-leaf form, 8 x 10 $\frac{1}{2}$ , punched for filing in a three-ring binder, and printed in a manner to permit agencies to insert internal regulations and instructions after each section. Such an issuance would be for use primarily by fiscal and other administrative personnel. When the regulations were amended, effective August 1, 1956, a complete revision was issued in standard letter size (8 x 10 $\frac{1}{2}$ ) with Budget Circular No. A-7, revised, dated June 22, 1956. Agencies were informed that additional copies

could be ordered from the Government Printing Office. This issuance was neither pre-punched nor produced in a manner to enable the insertion of agency material.

Suggestions have also been made relative to use of the present booklet by travelers. Some have observed that travelers do not need the booklet because it is too detailed and because it does not include pertinent supplementary agency instructions. Others suggest that possibly a single 9 x 5-3/4 issuance in loose-leaf style as described above might serve the needs of both administrative personnel and travelers. Please include views on these suggestions in your response to views on the suggestion for an 8 x 10 1/2 loose-leaf issuance.